



**HOUSING AUTHORITY
of the County of Los Angeles**

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Commissioners

William K. Huang
Acting Executive Director

September 9, 2008

The Honorable Board of Commissioners
Housing Authority of the
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Commissioners:

**APPROVE VIDEO SURVEILLANCE SYSTEMS MONITORING AND MAINTENANCE
CONTRACT FOR HOUSING DEVELOPMENTS WITHIN LOS ANGELES COUNTY
(ALL DISTRICTS) (3 VOTE)**

SUBJECT

Approval of this Contract will provide for the monthly monitoring and maintenance of the Housing Authority's current video surveillance systems located throughout the County of Los Angeles (County) at 14 housing developments. The Contract will also allow the Housing Authority to replace old equipment as it becomes unreliable or inoperable and to install new equipment as needed at housing developments throughout the County as crime situations shift and require visual surveillance.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that the ongoing monitoring and maintenance of video surveillance systems is exempt from the California Environmental Quality Act (CEQA) as described herein, because the activities will not have the potential for causing a significant effect on the enforcement.
2. Approve and authorize the Acting Executive Director of the Housing Authority to execute a one-year Contract in the amount of \$56,565, to be effective upon Board approval, with West Beach Systems for the monitoring and maintenance of the Housing Authority's video surveillance equipment located throughout the County of Los Angeles at 14 housing developments that are owned or managed by the Housing Authority.

3. Authorize the Acting Executive Director to execute amendments to the one-year Contract, following approval as to form by County Counsel, to extend the time of performance for a maximum of two years, in one-year increments, at the cost of \$67,680 per year, using funds to be approved through the annual budget process.
4. Authorize the Acting Executive Director to execute amendments for any additional services up to \$85,000 over the term of the Contract, consisting of a \$10,000 U.S. Department of Justice Grant included in the Housing Authority's approved Fiscal Year 2008-2009 budget and \$75,000 in operating funds allocated by HUD to cover any unanticipated equipment failures and additional equipment needed to maintain the safety of residents at housing developments throughout the County.
5. Authorize the Acting Executive Director to incorporate up to \$75,000 in operating funds allocated by HUD into the Housing Authority's approved Fiscal Year 2008-2009 budget, for the purposes described above.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this action is to enter into a one-year Contract to provide for the monitoring and maintenance of video surveillance equipment currently located throughout the County at 14 housing developments owned, or managed by the Housing Authority. The Contract will also allow the Housing Authority to replace old equipment, upgrade current equipment, and install additional cameras and Digital Video Recorders as needed at housing developments throughout the County as crime situations shift and require visual surveillance. This contract will allow the Housing Authority to continue to provide a safe living environment for residents at the housing developments by identifying criminal offenders and evidence to the sheriff and police departments.

FISCAL IMPACT/FINANCING

There is no impact on the County general fund. The aggregate amount for all three years of the Contract, if fully extended, will be \$191,925 plus an additional \$85,000 to cover miscellaneous equipment replacement and system upgrades and additions for a total aggregate amount not to exceed \$276,925.

For the first year of services under the Contract, the Housing Authority will use a maximum aggregate of \$56,565, consisting of \$3,420 in operating funds for 1450 14th

Street in Santa Monica and \$53,145 in operating funds allocated by the U.S. Department of Housing and Urban Development (HUD) and included in the Housing Authority's approved Fiscal Year 2008-2009 budget.

After the first year, the Housing Authority may extend the Contract for an additional two years, in one-year increments, contingent upon availability of funds. If extended, compensation for the second and third years of the Contract will not exceed a maximum aggregate amount of \$67,680 for each year, using funds to be approved through the annual budget process.

The \$85,000 to cover miscellaneous equipment replacement and system upgrades and additions consists of a \$10,000 U.S. Department of Justice Grant included in the Housing Authority's approved Fiscal Year 2008-2009 budget and \$75,000 in operating funds allocated by HUD for the term of the Contract.

The cost of the first year of the Contract is less than that of the second and third year because the current surveillance systems at 6 of the 14 housing developments are still under warranty through January 2009. Therefore, there is a cost savings in the first year. For the second and third year, the Contract amount includes all costs associated with the ongoing maintenance and monitoring of video surveillance equipment, replacement of old equipment as it becomes unreliable or inoperable, upgrading of current equipment and installation of new surveillance equipment as needed at 14 housing developments.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The U.S. Department of Justice provided a grant to the Housing Authority in fiscal year 2004-2005 for the provision of video surveillance cameras and monitoring equipment for eight housing developments. Video surveillance cameras and monitoring equipment were installed at the following eight housing developments: Carmelitos, Harbor Hills, Nueva Maravilla, Palm Avenue, South Bay Gardens, Sundance Vista, Westknoll Apartments and West 107th Street Apartments.

Additionally, in response to reported criminal activity in April of 2006, a video surveillance and monitoring system was installed at the Orchard Arms housing development.

On March 26, 2007, the Housing Authority entered into a contract with West Beach Systems for the installation and warranted maintenance of additional video surveillance and monitoring equipment at the Harbor Hills housing development and five new

housing developments. These housing developments were Marina Manor, Herbert Apartments, Lancaster Homes, 109th Street Apartments and 14th Street Apartments.

All 14 video surveillance and monitoring systems have been linked to DSL lines which allow designated Housing Authority staff to remotely access video footage in response to any incident. The Housing Authority's Community Policing teams have been issued laptops with broadband cards which allow them to remotely access the surveillance systems from their offices or patrol vehicles. The video surveillance and monitoring systems have aided in criminal investigations and enabled staff and law enforcement to verify lease violations or criminal activity.

These services are being federally funded and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the General Relief Opportunity for Work (GROW) Program implemented by the County. Instead, West Beach will comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

The Contract has been approved as to form by County Counsel and executed by West Beach Systems. On August 27, 2008, the Housing Commission recommended approval of the Contract award.

ENVIRONMENTAL DOCUMENTATION

Pursuant to Title 24 of the Code of Federal Regulations, Section 58.35 (a)(3)(ii), this action is excluded from the National Environmental Policy Act (NEPA) because it involves activities that will not alter existing environmental conditions. The action is exempt from the provisions of the CEQA pursuant to State CEQA Guidelines Section 15301 because it does not have the potential for causing a significant effect on the environment.

CONTRACTING PROCESS

On March 19, 2008, the Housing Authority initiated an outreach to identify a contractor. Request for Proposal Notices were mailed to 123 contractors identified from the Housing Authority's vendor list. Advertisements also appeared in nine local newspapers and on the Housing Authority and County Websites. Fifty-eight proposal packages were distributed. Twenty-six contractors participated at a pre-proposal

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meeting held on April 10, 2008.


On April 24, 2008, five proposals were received and formally opened. The proposal submitted by West Beach Systems was determined to be the lowest, most responsive bidder and is being recommended for the Contract award.

The Summary of Outreach Activities is provided as Attachment A.

IMPACT ON CURRENT SERVICES

The award of this Contract will allow the Housing Authority to continue providing a safe living environment for residents at the 14 housing developments located throughout the County. Should the contract not be approved the current equipment will deteriorate and become useless and the crime rate at the housing developments will escalate again.

Respectfully submitted,


for WILLIAM K. HUANG
Acting Executive Director

Attachments: 2

ATTACHMENT A

Summary of Outreach Activities

Video Surveillance Systems Monitoring and Maintenance Services Contract at Fourteen Housing Developments

On March 19, 2008, the following outreach was initiated to identify a contractor to provide, monitoring and maintenance service for video surveillance systems at 14 Housing Authority housing developments located in Los Angeles County.

A. Newspaper Advertising

Announcements appeared in the following nine local newspapers:

La Opinion	Los Angeles Sentinel
Eastern Group Publications	Los Angeles Times
International Daily News	The Daily News
Long Beach Press Telegram	Agua Dulce News
WAVE Community Newspapers	

An announcement was also posted on the Housing Authority's and the County's web sites.

B. Distribution of Bid Packets

The Housing Authority's vendor list was used to mail out Requests for Proposals to 123 contractors, of which 79 identified themselves as businesses owned by minorities or women (private firms which are 51 percent owned by minorities or women, or publicly-owned businesses in which 51 percent of the stock is owned by minorities or women). As a result of the outreach, 58 proposal packages were distributed.

C. Pre-Bid Conference and Site Walk

On April 10, 2008, a pre-proposal conference and site walk was conducted. Twenty-six firms were in attendance.

D. Bid Results

On April 24, 2008, a total of five proposals were received and then evaluated. One of the proposals did not meet the minimum proposal criteria and was therefore disallowed. Another of the proposals was withdrawn by the submitting company. The remaining three responsive proposals were evaluated. The evaluation scores are as follows:

CompanyTotal Points

Revelations Integrated Services	514
Electric and Digital Services, Inc.	660
West Beach Systems, Inc.	762

E. Minority/Female Participation – Contractor and SubcontractorNameOwnershipEmployees

West Beach Systems, Inc.	Non-Minority	Total: 8
		3 minorities
		1 women
		38% minorities
		13% women

F. Minority/Female Participation – Firms Not Selected

Electric & Digital Services Inc.	Minority	Total: 1
		0 minorities
		1 women
		0% minorities
		100% women

NameOwnershipEmployees

Revelations Integrated Services Inc.	Non-Minority	Total: 4
		1 minorities
		0 women
		25% minorities
		0% women

The Housing Authority conducts ongoing outreach to include minorities and women in the contract award process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Housing Authority.

The recommended award of the contract is being made in accordance with the Housing Authority's policies and federal regulations, and without regard to race, creed, color, or gender.

ATTACHMENT B

Contract Summary

Project Name: VIDEO SURVEILLANCE SYSTEMS MONITORING AND MAINTENANCE
Location: 14 HOUSING DEVELOPMENTS WITHIN LOS ANGELES COUNTY
Number: CDC08-392
Date: September 15, 2008
Consultant: West Beach Systems
Purpose: The Scope of Work includes the monitoring and maintenance of video surveillance equipment currently located throughout the County of Los Angeles at 14 housing developments owned, or managed by the Housing Authority. The Contract also allows the Housing Authority to replace old equipment, upgrade current equipment, and install additional cameras and Digital Video Recorders as needed at housing developments throughout the County.

Scope of Work: See Attached Scope of Work

Term: Upon execution, the Contract shall remain in full force for one year unless sooner terminated or extended in writing.

Option to Renew: The Housing Authority has the option to renew the Contract for two (2) additional one year terms, unless sooner terminated or extended in writing.

Performance Review: A performance review shall be conducted no later than 90 days prior to the end of the Contract. Based on the assessment of the performance review, written notification will be given to the Contractor whether the agreement will be terminated at the end of the current year or will be continued into the next contract year.

Compensation: The Contractor shall be paid as full compensation for the work required, performed, and accepted, exclusive of all costs and expenses which will be deducted from the contract contingency amount, the maximum, not-to-exceed price of \$56,565 for the first year and \$67,680 for years two and three if fully extended.

Contract Contingency: \$85,000.00

**STANDARD CONTRACT
FOR
VIDEO SURVEILLANCE
MONITORING and MAINTENANCE SERVICES**

This Contract is made and entered into this 15th day of September, 2008, by and between the Housing Authority of the County of Los Angeles, hereinafter referred to as "Housing Authority", and West Beach Systems, hereinafter referred to as "Contractor."

RECITAL

1. PURPOSE

The Contractor is in the business of providing needed Video Surveillance Monitoring and Maintenance Services. On April 24th, 2008, in response to the Housing Authority's Request for Proposals, the Contractor submitted a bid to furnish the hereinafter-described monitoring and maintenance services to the Housing Authority.

TERM AND DEFINITIONS

2. TERM

This Contract shall commence as of the day and year first above written and shall remain in full force and effect for 12 months until September 14, 2009 unless sooner terminated as provided herein. This Contract may be extended in one-year increments, for a total of two (2) additional years at the sole discretion of the Housing Authority.

Whenever in the contract, specifications, terms, requirements, and conditions the following terms are used, the intent and meaning shall be interpreted as follows:

BOARD shall mean the Board of Commissioners of the Housing Authority of the County of Los Angeles.

CONTRACT shall mean the written agreement covering the performance of the service and the furnishing of labor, materials, supervision, and equipment in the performance of the service. The Contract shall include the statement of work and exhibits; together with any special provisions thereof, included are all supplemental agreements amending or extending the service to be performed which may be required to supply acceptable services specified herein.

CONTRACTOR shall mean the person or persons, partnership, joint venture, corporation or other entity who has entered into an agreement with the Housing Authority to perform or execute the work covered by these specifications.

CONTRACT WORK shall mean the entire contemplated work of construction, maintenance, and repair to be performed and services rendered as prescribed in the statement of work and exhibits covered by this contract.

EXECUTIVE DIRECTOR shall mean the Executive Director of the Housing Authority or designee; as used herein, includes the director of each division and/or their authorized representative(s).

PROPOSAL shall mean the written instrument which a contractor submitted in conformance with the Request for Proposal document (RFP).

3. CONTRACTOR'S RESPONSIBILITIES

The Contractor agrees to perform in a good workmanlike manner, to the satisfaction of the Housing Authority's Executive Director, all the work described in the attached Statement of Work, Attachment A.

4. COMPENSATION FOR MONTHLY MONITORING & MAINTENANCE

Contractor will submit to the Housing Authority an invoice on a form approved by the Housing Authority for Video Surveillance Monitoring and Maintenance Services ("Services") rendered on a monthly schedule as outlined in the Statement of Work, Attachment A and in accordance with the Fee Schedule, Attachment B. As the current equipments' two-year warranties expire the regular monthly amount will escalate from Three Thousand, One Hundred Seventy Dollars (\$3,170) per month to a regular monthly payment not to exceed Five Thousand, Six Hundred Forty Dollars (\$5,640.00) plus all approved related expenses for the month. Upon receipt and approval of an invoice, the Housing Authority will pay the Contractor within thirty (30) days of receipt of the invoice.

The annual aggregate compensation amount for the monthly monitoring and maintenance of this Contract for the first year will not exceed Fifty-Six Thousand Five Hundred Sixty-Five Dollars (\$56,565). If extended the second and third years will not exceed Sixty-Seven Thousand Six Hundred Eighty Dollars (\$67,680.00) annually.

5. COMPENSATION TERMS FOR INSTALLATION PROJECTS

5.1 The Housing Authority shall pay the Contractor for the performance of the Services. The Contractor represents and warrants that he shall pay his employees, and all individuals performing Services, not less than the prescribed minimum wages in accordance with the current Prevailing Wage Determination published by the State of California (State Prevailing Wage applies for 5 site locations: Kings Road, West Hollywood, Villa Nueva, East Los Angeles, and Santa Monica RHCP 9th Street, 14th Street and 20th Street) for all other housing developments Federal Department of Labor Prevailing Wages (Davis Bacon) apply. State Prevailing Wage Rates may be amended from time to time from commencement of the Installation Contract through completion of the Services.

5.2 The Contract compensation includes the payment by Contractor of all sales and use taxes required by any local codes, or any law existing or which may hereafter be adopted by federal, state or governmental authority, taxing the materials, services required or labor furnished, and of any other tax levied by reason of the Services to be performed hereunder.

5.3 Should the Services be funded with Federal funds, Federal Labor Standards Provisions (HUD 4010), including prevailing wage requirements of the Davis-Bacon and Related Acts (DBRA) will be enforced. Federal Wage Decision Number: CA080033 Modification No. 6 dated 04/11/2008 is applicable to the project, these rates are the minimum rates that must be paid to ALL employees performing work in those classifications at the project site.

5.4 Should the Services be funded with State funds, State Prevailing Wage Rates will apply to the installation. The Prevailing Wage published at the time of the installation will apply.

- 5.5 The Contractor shall be paid in accordance with the Housing Authority's standard accounts payable system.
- 5.6 The Contractor shall submit all required Labor Compliance forms to the Housing Authority before the start of construction. The Contractor shall submit to the Housing Authority all of its payrolls for each pay period within seven (7) days after the pay period has ended. Contractor's failure to submit its payrolls within seven (7) days after the pay period has ended, shall constitute a breach of this Contract and entitles the Housing Authority to withhold up to ten percent (10%) from any pending payment until all such payrolls are received.
- 5.7 Payment shall be subject to all provisions of the Fee Schedule, Attachment B.
- 5.8 The Contractor and the Housing Authority agree that, since the determination of actual damages for any delay in completion would be extremely difficult or impracticable to determine in the event of breach of contract, the Contractor and his/her sureties shall be liable for, and shall pay to the Housing Authority the sum of Four Hundred Dollars (\$400.00) as liquidated damages for each calendar day of delay, until the Statement of Work (SOW) is accepted by the Housing Authority. The Contractor shall not be charged with liquidated damages because of any delay in the completion of the SOW due to unforeseeable causes beyond the control and without the fault or negligence of the Contractor.
- 5.9 The Housing Authority may withhold, or cause to be withheld, from any monies payable on account of Services performed by the Contractor or subcontractor any accrued liquidated damages, amounts necessary to cover stop notices or alleged labor underpayments.
- 5.10 The Contractor shall have no claim against the Housing Authority for payment of any money or reimbursement, of any kind whatsoever, for any service provided by the Contractor after the expiration or other termination of this Contract. Should the Contractor receive any such payment, it shall immediately notify the Housing Authority and shall immediately repay all such funds to the Housing Authority. Payment by the Housing Authority for Services rendered after expiration or termination of this Contract shall not constitute a waiver of the Housing Authority's right to recover such payment from Contractor. This provision shall survive the expiration or other termination of this Contract.

The Contractor shall be paid in accordance with the Housing Authority's standard accounts payable system. The Housing Authority will approve invoices subsequent to the completion of an individual installation(s) or work programs and the review and acceptance thereof by the Housing Authority.

6. SOURCE AND APPROPRIATION OF FUNDS

The Housing Authority's obligation is payable only and solely from funds appropriated through the U.S. Department of Housing and Urban Development (HUD) and, for the purpose of this Contract. All funds are appropriated every fiscal year beginning July 1.

In the event this Contract extends into succeeding fiscal years and funds have not been appropriated, this Contract will automatically terminate as of June 30 of the current fiscal year. The Housing Authority will endeavor to notify the Contractor in writing within ten (10) days of receipt of non-appropriation notice.

7. TERMINATION FOR IMPROPER CONSIDERATION

The Housing Authority may, by written notice to the Contractor, immediately terminate the right of the Contractor to proceed under this Contract, if it is found that consideration, in any form, was offered or given by Contractor, either directly or through an intermediary, to any County office, employee or agent with the intent of securing this Contract or securing favorable treatment with respect to the award, amendment or extension of this Contract or the making of any determinations with respect to the Contractor's performance pursuant to this Contract. In the event of such termination, the Housing Authority shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of default by the Contractor.

The Contractor shall immediately report any attempt by a Housing Authority officer or employee to solicit such improper consideration. The report shall be made either to the Housing Authority Executive Director or to the County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861.

Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment, or tangible gifts.

8. ASSIGNMENT BY CONTRACTOR

The Contractor shall not assign its rights or delegate its duties under the Contract, or both, whether in whole or in part, without the prior written consent of the Housing Authority, in its discretion, and any attempted assignment or delegation without such consent shall be null and void. For purposes of this paragraph, Housing Authority consent shall require a written amendment to the Contract, which is formally approved and executed by the parties. Any payments by the Housing Authority to any approved delegate or assignee on any claim under the Contract shall be deductible, at the Housing Authority sole discretion, against the claims, which the Contractor may have against the Housing Authority. However, the Housing Authority reserves the right to assign this Contract to another public agency without the consent of the Contractor.

Shareholders, partners, members, or other equity holders of the Contractor may transfer, sell, exchange, assign, or divest themselves of any interest they may have therein. However, in the event any such sale, transfer, exchange, assignment, or divestment is affected in such a way as to give majority control of the Contractor to any person(s), corporation, partnership, or legal entity other than the majority controlling interest therein at the time of execution of the Contract, such disposition is an assignment requiring the prior written consent of the Housing Authority in accordance with applicable provisions of this Contract.

Any assumption, assignment, delegation, or takeover of any of the Contractor's duties, responsibilities, obligations, or performance of same by any entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without the Housing Authority's express prior written approval, shall be a material breach of the Contract which

may result in the termination of the Contract. In the event of such termination, the Housing Authority shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of default by the Contractor.

9. CONFIDENTIALITY OF REPORTS

The Contractor shall keep confidential all reports, information and data received, prepared or assembled pursuant to performance hereunder. Such information shall not be made available to any person, firm, corporation or entity without the prior written consent of the Housing Authority.

10. SUBCONTRACTING

The Contractor shall not subcontract any part of the work covered by this Contract or permit subcontracted work to be further subcontracted without prior written approval by the Housing Authority.

11. INSURANCE

The Contractor shall procure and maintain at Contractor's expense for the duration of this Contract the following insurance against claims for injuries to persons or damage to property, which may arise from or in connection with the performance of the work by the Contractor, its agents, representatives, employees or subcontractors.

- A. GENERAL LIABILITY INSURANCE (written on ISO policy form CG 00 01 or its equivalent) with limits of not less than the following:

General Aggregate	\$2,000,000
Products/Completed Operations Aggregate	\$1,000,000
Personal and Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000

The Community Development Commission of the County of Los Angeles ("Commission"), the Housing Authority of the County of Los Angeles, the County of Los Angeles ("County"), and their officials and employees, shall be covered as insureds with respect to: liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, leased or used by the Contractor.

- B. AUTOMOBILE LIABILITY INSURANCE (written on ISO policy form CA 00 01 or its equivalent) with a limit of liability of not less than \$1 million for each incident. Such insurance shall include coverage of all "owned", "hired" and "non-owned" vehicles, or coverage for "any auto".
- C. WORKERS' COMPENSATION and EMPLOYER'S LIABILITY insurance providing worker's compensation benefits, as required by the Labor Code of the State of California.

In all cases, the above insurance also shall include Employer's Liability coverage with limits of not less than the following:

Each Accident	\$1,000,000
Disease-policy limit	\$1,000,000
Disease-each employee	\$1,000,000

Any self-insurance program and self-insured retention must be separately approved by the Housing Authority.

Each insurance policy shall be endorsed to state that coverage shall not be canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice has been given to the Housing Authority.

Acceptable insurance coverage shall be placed with carriers admitted to write insurance in California or carriers with a rating of or equivalent to A: VIII by A.M. Best & Company. Any deviation from this rule shall require specific approval in writing by the Housing Authority.

All coverage for subcontractors shall be subject to the requirements stated herein and shall be maintained at no expense to the Housing Authority.

The Contractor shall furnish the Housing Authority with certificates of insurance and with original endorsements affecting coverage as required above. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

Failure on the part of the Contractor to procure or maintain insurance required by this Contract shall constitute a material breach of contract upon which the Housing Authority may immediately terminate this Contract.

12. INDEMNIFICATION

The Contractor shall indemnify, defend and hold harmless the Commission, Housing Authority, County, and each of their elected and appointed officers, officials, representatives, employees, and agents from and against any and all liability, demands, damages, claims, causes of action, expenses, and fees (including reasonable attorney's fees and costs and expert witness fees), including, but not limited to, claims for bodily injury, property damage, and death (hereinafter collectively referred to as "Liabilities"), that arise out of, pertain to, or relate to Contractor's acts, errors, or omissions arising from, pertaining to, or relating to this Contract. This indemnification provision shall remain in full force and effect and survive the termination and/or expiration of this Contract. Contractor agrees to require any and all entities with which it contracts to agree to and abide by the above mentioned indemnification requirements in favor of the Commission, Housing Authority, and County, as applicable to each of them.

13. HOUSING AUTHORITY'S QUALITY ASSURANCE PLAN

The Housing Authority will evaluate Contractor's performance under this Contract on not less than an annual basis. Such evaluation will include assessing Contractor's compliance with all contract terms and performance standards. Contractor deficiencies, which Housing Authority determines are severe or continuing and that may place performance of the Contract in jeopardy, if not corrected, will be reported to the Board of Housing Authority. The report will include improvement/corrective action measures taken by the Housing Authority and Contractor. If improvement does not occur consistent with the corrective measure, the Housing Authority may terminate this Contract, pursuant to Paragraph 13 or 14, or impose other remedies as specified in this Contract.

A performance review will be conducted no later than ninety (90) days prior to the end of the first and second years of this Contract to evaluate the performance of the Contractor. Based on the assessment of the performance review, as determined by the Housing Authority in its sole discretion, written notification will be given to the Contractor whether this Contract will be terminated at the end of the current year or will be continued into the next contract year.

14. TERMINATION FOR CONVENIENCE

The Housing Authority reserves the right to cancel this Contract for any reason at all upon thirty (30) days prior written notice to Contractor. In the event of such termination, Contractor shall be entitled to a prorated portion paid for all satisfactory work unless such termination is made for cause, in which event, compensation if any, shall be adjusted in such termination.

15. TERMINATION FOR CAUSE

This Contract may be terminated by the Housing Authority upon written notice to the Contractor for just cause (failure to perform satisfactorily) with no penalties incurred by the Housing Authority upon termination or upon the occurrence of any of the following events in A, B, C or D:

- A. Should the Contractor fail to perform all or any portion of the work required to be performed hereunder in a timely and good workmanlike manner or properly carry out the provisions of this Contract in their true intent and meaning, then in such case, notice thereof in writing will be served upon the Contractor, and should the Contractor neglect or refuse to provide a means for satisfactory compliance with this Contract and with the direction of the Housing Authority within the time specified in such notice, the Housing Authority shall have the power to suspend or terminate the operations of the Contractor in whole or in part.
- B. Should the Contractor fail within five (5) days to perform in a satisfactory manner, in accordance with the provisions of this Contract, or if the work to be done under this Contract is abandoned for more than three days by the Contractor, then notice of deficiency thereof in writing will be served upon Contractor by the Housing Authority. Should the Contractor fail to comply with the terms of this Contract within five (5) days, upon receipt of said written notice of deficiency, the Executive Director of Housing Authority shall have the power to suspend or terminate the operations of the Contractor in whole or in part.
- C. In the event that a petition of bankruptcy shall be filed by or against the Contractor.
- D. If, through any cause, the Contractor shall fail to fulfill, in a timely and proper manner, the obligations under this Contract, or if the Contractor shall violate any of the covenants, Contracts, or stipulations of this Contract, the Housing Authority shall thereupon have the right to terminate this Contract by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least five days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by the Contractor under this Contract shall, at the option of the Housing Authority become its property and the Contractor shall be entitled to receive just and equitable compensation for any work satisfactorily completed.

16. CONTRACTOR'S WARRANTY OF ADHERENCE TO HOUSING AUTHORITY'S CHILD SUPPORT COMPLIANCE PROGRAM

The Contractor acknowledges that the Housing Authority has established a goal of ensuring that all individuals who benefit financially from the Housing Authority through a contract are in compliance with their court-ordered child, family, and spousal support obligations in order to mitigate the economic burden otherwise imposed upon the taxpayers of the County of Los Angeles.

As required by Housing Authority Child Support Compliance Program and without limiting Contractor's duty under this Contract to comply with all applicable provisions of law, Contractor warrants that it is now in compliance and shall, during the term of this Contract, maintain compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or CSSD Notices of Wage and Earnings Assignment for Child or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

17. TERMINATION FOR BREACH OF WARRANTY TO COMPLY WITH HOUSING AUTHORITY'S CHILD SUPPORT COMPLIANCE PROGRAM

Failure of the Contractor to maintain compliance with the requirements set forth in Paragraph 16, "CONTRACTOR'S WARRANTY OF ADHERENCE TO HOUSING AUTHORITY'S CHILD SUPPORT COMPLIANCE PROGRAM" shall constitute default under this Contract. Without limiting the rights and remedies available to Housing Authority under any other provision of this contract, failure of Contractor to cure such default within 90 calendar days of written notice shall be grounds upon which Housing Authority may terminate this Contract pursuant to Paragraph 15 - "TERMINATION FOR CAUSE" and pursue debarment of Contractor, pursuant to Housing Authority Policy.

18. POST MOST WANTED DELINQUENT PARENTS LIST

The Contractor acknowledges that the County places a high priority on the enforcement of child support laws and the apprehension of child support evaders. The Contractor understands that it is County's and Housing Authority's policy to strongly encourage all Contractors to voluntarily post an entitled "L.A.'s Most Wanted: Delinquent Parents" poster in a prominent position at Contractor's place of business. The Child Support Services Department (CSSD) will supply Contractor with the poster to be used.

19. INDEPENDENT CONTRACTOR

This Contract does not, is not intended to, nor shall it be construed to create the relationship of agent, employee or joint venture between the Housing Authority and the Contractor.

20. EMPLOYEES OF CONTRACTOR

Workers' Compensation: The Contractor understands and agrees that all persons furnishing services to the Housing Authority pursuant to this Contract are, for the purposes of Workers' Compensation liability, employees solely of the Contractor. Contractor shall bear sole responsibility and liability for providing Workers' Compensation benefits to any person for

injuries arising from an accident connected with services provided to the Housing Authority under this Contract.

Professional Conduct: The Housing Authority does not and will not condone any acts, gestures, comments or conduct from the Contractor's employees, agents or subcontractors which may be construed as sexual harassment or any other type of activities or behavior that might be construed as harassment. The Housing Authority will properly investigate all charges of harassment by residents, employees or agents of the Housing Authority against any and all Contractor's employees, agents or subcontractors providing services for the Housing Authority. The Contractor assumes all liability for the actions of the Contractor's employees, agents or subcontractors and is responsible for taking appropriate action after reports of harassment are received by the Contractor.

21. DRUG-FREE WORKPLACE ACT OF THE STATE OF CALIFORNIA

The Contractor certifies under penalty of perjury under the laws of the State of California that the Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990.

22. SAFETY STANDARDS AND ACCIDENT PREVENTION

The Contractor shall comply with all applicable federal, state and local laws governing safety, health and sanitation. The Contractor shall provide all safeguards, safety devices and protective equipment and take any other needed actions, as its own responsibility, reasonably necessary to protect the life and health of employees on the job and the safety of the public and to protect property in connection with the performance of this Contract.

23. COMPLIANCE WITH LAWS

The Contractor agrees to be bound by all applicable federal, state and local laws, regulations, and directives as they pertain to the performance of this Contract, including but not limited to, the Housing and Community Development Act of 1974, as amended by the Cranston-Gonzalez National Affordable Housing Act, 1990, and the 24 CFR Part 85, and the Americans with Disabilities Act of 1990. If the compensation under this Contract is in excess of \$100,000 then Contractor shall comply with applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 18579h), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency Regulations (40 CFR part 15).

The Contractor must obtain and present all relevant state and local insurance, training and licensing pursuant to services required within this Contract.

The Contractor shall comply with the following laws in Sections 24-34, inclusive, and 42-44, inclusive.

24. CIVIL RIGHTS ACT OF 1964, TITLE VI (NON-DISCRIMINATION IN FEDERALLY-ASSISTED PROGRAMS)

The Contractor shall comply with the Civil Rights Act of 1964 Title VI which provides that no person shall, on the grounds of race, color, or national origin, be excluded from participation in,

be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

25. SECTION 109 OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974

The Contractor shall comply with Section 109 of the Housing and Community Development Act of 1974 which states that no person in the United States shall, on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.

26. AGE DISCRIMINATION ACT OF 1975 AND SECTION 504 OF THE REHABILITATION ACT OF 1973

The Contractor shall comply with the Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, which require that no person in the United States shall be excluded from participating in, denied the benefits of, or subject to discrimination under this Contract on the basis of age or with respect to an otherwise qualified disabled individual.

27. EXECUTIVE ORDER 11246 AND 11375, EQUAL OPPORTUNITY IN EMPLOYMENT (NON-DISCRIMINATION IN EMPLOYMENT BY GOVERNMENT CONTRACTORS AND SUBCONTRACTORS)

The Contractor shall comply with Executive Order 11246 and 11375, Equal Opportunity in Employment, which requires that during the performance of this Contract, the Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated fairly during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the non-discrimination clause.

The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

The Contractor will send to each labor union or representative of workers with which he has a collective bargaining Contract or other contract or understanding, a notice to be provided by the agency of the Contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment. The Contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor.

The Contractor will furnish all information and reports required by the Executive Order and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the Housing Authority and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

In the event of Contractor's noncompliance with the non-discrimination clauses of this Contract or with any of such rules, regulations or orders, this Contract may be canceled, terminated or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in the Executive Orders and such other sanctions may be imposed and remedies invoked as provided in the Executive Order or by rule, regulation or order of the Secretary of Labor, or as otherwise provided by law.

The Contractor will include the provisions of these paragraphs in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of the Executive Order No. 11246 of September 24, 1965, that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such actions with respect to any subcontract or purchase order as the Housing Authority may direct as a means of enforcing such provisions including sanctions for noncompliance, provided however, that in the event the Contractor becomes involved in, or is threatened with litigation by a subcontractor or vendor as a result of such direction by the Housing Authority, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

28. SECTION 3 OF THE HOUSING AND URBAN DEVELOPMENT ACT OF 1968, AS AMENDED

- A. The work to be performed under this Contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low-and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this Contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement Section 3. As evidenced by their execution of this Contract, the parties to this Contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.
- C. The Contractor agrees to send to each labor organization or representative of workers with which the Contractor has a collective bargaining Contract or other understanding, if any, a notice advising the labor organization or workers' representative of the Contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The Contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The Contractor will not subcontract with any subcontractor where the Contractor

has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.

- E. The Contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the Contractor is selected but before the Contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the Contractor's obligations under 24 CFR Part 135.
- F. Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this Contract for default, and debarment or suspension from future HUD assisted contracts.
- G. With respect to work performed in connection with Section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this Contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this Contract that are subject to the provisions of Section 3 and section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

29. FEDERAL LOBBYIST REQUIREMENTS

The Contractor is prohibited by the Department of Interior and Related Agencies Appropriations Act, known as the Byrd Amendments, and HUD's 24 CFR Part 87, from using federally appropriated funds for the purpose of influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, loan or cooperative Contract, and any extension, continuation, renewal, amendment or modification of said documents.

The Contractor must certify in writing on the Federal Lobbyist Requirements Certification form that they are familiar with the Federal Lobbyist Requirements and that all persons and/or subcontractors acting on behalf of the Contractor will comply with the Lobbyist Requirements.

Failure on the part of the Contractor or persons/subcontractors acting on behalf of the Contractor to fully comply with the Federal Lobbyist Requirements may be subject to civil penalties.

30. NOTICE TO EMPLOYEES REGARDING THE FEDERAL EARNED INCOME CREDIT

The Contractor shall notify its employees, and shall require each subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice 1015.

31. USE OF RECYCLED-CONTENT PAPER PRODUCTS

Consistent with the Board of Supervisors' policy to reduce the amount of solid waste deposited at the County landfills, the Contractor agrees to use recycled-content paper to the maximum extent possible on the Project.

32. CONTRACTOR RESPONSIBILITY AND DEBARMENT

- A. A responsible contractor is a contractor, consultant, vendor, or operating agency who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the policy of the Housing Authority, Housing Authority, and County to conduct business only with responsible contractors.
- B. The Contractor is hereby notified that if the Housing Authority acquires information concerning the performance of the Contractor on this or other contracts which indicates that the Contractor is not responsible, the Housing Authority may, in addition to other remedies provided in the contract, debar the Contractor from bidding or proposing on, or being awarded, and/or performing work on Housing Authority contracts for a specified period of time, which generally will not to exceed five years but may exceed five years or be permanent if warranted by circumstances, and terminate any or all existing contracts the Contractor may have with the Housing Authority.
- C. The Housing Authority may debar a contractor, consultant, vendor or operating agency if the Board of Commissioners finds, in its discretion, that the contractor, consultant, vendor, or operating agency has done any of the following: (1) violated any term of a contract with the Housing Authority, Housing Authority, or County, or a nonprofit corporation created by the Housing Authority, Housing Authority, or County (2) committed any act or omission which negatively reflects on the its quality, fitness or capacity to perform a contract with the Commission, Housing Authority, or County or any other public entity, or a nonprofit corporation created by the Commission, Housing Authority, or County, or engaged in a pattern or practice which negatively reflects on same, (3) committed an act or offense which indicates a lack of business integrity or business honesty, or (4) made or submitted a false claim against the Commission, Housing Authority, County, or any other public entity.
- D. If there is evidence that the Contractor may be subject to debarment, the Housing Authority will notify the Contractor in writing of the evidence, which is the basis for the proposed debarment and will advise the Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.
- E. The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Contractor and/or the Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the Contractor should be debarred, and, if so, the appropriate length of time of the debarment. The Contractor and the Housing Authority shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Commissioners.

- F. After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision and any other recommendation of the Contract Hearing Board shall be presented to the Board of Commissioners. The Board of Commissioners shall have the right to modify, deny or adopt the proposed decision and recommendation of the Hearing Board.
- G. If a Contractor has been debarred for a period longer than five years, that Contractor may, after the debarment has been in effect for at least five years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The Housing Authority may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the Contractor has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of the Housing Authority.
- H. The Contractor Hearing Board will consider a request for review of the debarment determination only where (1) the Contractor has been debarred for a period longer than five years; (2) the debarment has been in effect for at least five years; and (3) the request is in writing, states one or more of the ground for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment Hearing.
- The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Commissioners. The Board of Commissioners shall have the right to modify, deny or adopt the proposed decision and recommendation of the Contractor Hearing Board.
- I. These terms shall also apply to subcontractors and subconsultants of County, Commission, or Housing Authority contractors, consultants, vendors and operating agencies.

33. COMPLIANCE WITH JURY SERVICE PROGRAM

- A. Unless the Contractor has demonstrated to the Housing Authority satisfaction either that Contractor is not a "Contractor" as defined under the Jury Service Program or that Contractor qualifies for an exception to the Jury Service Program, Contractor shall have and adhere to a written policy that provides that its Employees shall receive from the Contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that Employees deposit any fees received for such jury service with the Contractor or that the Contractor deduct from the Employee's regular pay the fees received for jury service.

- B. For purposes of this Section, "Contractor" means a person, partnership, corporation or other entity which has a contract with the County or a subcontract with a County contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts. "Employee" means any California resident who is a full time employee of Contractor. "Full time" means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) Contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program. If Contractor uses any subcontractor to perform services for the County under the Contract, the subcontractor shall also be subject to the provisions of this Section. The provisions of this Section shall be inserted into any such subcontract Contract and a copy of the Jury Service Program shall be attached to the Contract.
- C. If the Contractor is not required to comply with the Jury Service Program when the Contract commences, Contractor shall have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and Contractor shall immediately notify County if Contractor at any time either comes within the Jury Service Program's definition of "Contractor" or if Contractor no longer qualifies for an exception to the Program. In either event, Contractor shall immediately implement a written policy consistent with the Jury Service Program. The County may also require, at any time during the Contract and at its sole discretion, that Contractor demonstrate to the County's satisfaction that Contractor either continues to remain outside of the Jury Service Program's definition of "Contractor" and/or that Contractor continues to qualify for an exception to the Program.
- D. The Contractor's violation of this Section of the contract may constitute a material breach of the Contract. In the event of such material breach, County may, in its sole discretion, terminate the Contract and/or bar Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach.

34. ACCESS AND RETENTION OF RECORDS

The Contractor shall provide access to the Housing Authority, the Federal Grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers and records of the Contractor which are directly pertinent to this Contract for the purpose of making audits, examinations, excerpts and transcriptions.

The Contractor is required to retain the aforementioned records for a period of five years after the Housing Authority pays final payment and other pending matters are closed under this Contract.

35. CONFLICT OF INTEREST

The Contractor represents, warrants and agrees that to the best of its knowledge, it does not presently have, nor will it acquire during the term of this Contract, any interest direct or indirect, by contract, employment or otherwise, or as a partner, joint venture or shareholder (other than as a shareholder holding a one (1%) percent or less interest in publicly traded companies) or affiliate with any business or business entity that has entered into any contract, subcontract or arrangement with the Housing Authority. Upon execution of this Contract and during its term,

as appropriate, the Contractor shall, disclose in writing to the Housing Authority any other contract or employment during the term of this Contract by any other persons, business or corporation in which employment will or may likely develop a conflict of interest between the Housing Authority's interest and the interests of the third parties.

36. SEVERABILITY

In the event that any provision herein is held to be invalid, void, or illegal by any court of competent jurisdiction, the same shall be deemed severable from the remainder of this Agreement and shall in no way affect, impair or invalidate any other provision contained herein. If any such provision shall be deemed invalid due to its scope or breadth, such provision shall be deemed valid to the extent of the scope or breadth permitted by law.

37. INTERPRETATION

No provision of this Contract is to be interpreted for or against either party because that party or that party's legal representative drafted such provision, but this Contract is to be construed as if drafted by both parties hereto.

38. WAIVER

No breach of any provision hereof can be waived unless in writing. Waiver of any one breach of any provision shall not be deemed to be a waiver of any breach of the same or any other provision hereof.

39. PATENT RIGHTS

The Housing Authority will hold all the patent rights with respect to any discovery or invention, which arises or is developed in the course of, or under this Contract.

40. COPYRIGHT

No report, maps, or other documents produced in whole or in part under this Contract shall be the subject of an application for copyright by or on behalf of the Contractor. All such documents become the property of the Housing Authority and the Housing Authority holds all the rights to said data.

41. NOTICES

The Housing Authority shall provide the Contractor with notice of any injury or damage arising from or connected with services rendered pursuant to this Contract to the extent that Housing Authority has actual knowledge of such injury or damage. Housing Authority shall provide such notice within ten (10) days of receiving actual knowledge of such injury or damage.

Notices provided for in this Contract shall be in writing and shall be addressed to the person intended to receive the same, at the following address:

The Housing Authority: Housing Authority of the County of Los Angeles
 2 Coral Circle
 Monterey Park, CA 91755
Attn: Maria Badrakhan, Director
 Housing Management Division

The Contractor: West Beach Systems
1701 W. Burbank Blvd., #202
Burbank, CA 91506
Attn: Per D. Fasmer
President
Telephone: (818) 953-4296 Fax: (818) 953-7293

Notices addressed as above provided shall be deemed delivered three (3) business days after mailed by U.S. Mail or when delivered in person with written acknowledgement of the receipt thereof. The Contractor and the Housing Authority may designate a different address or addresses for notices to be sent by giving written notice of such change of address to all other parties entitled to receive notice.

42. NOTICE TO EMPLOYEES REGARDING THE SAFELY SURRENDERED BABY LAW

The Contractor shall notify and provide to its employees, and shall require each subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is set forth in *Attachment D – Required Contract Notices* of this Contract and is also available on the Internet at www.babysafela.org for printing purposes.

43. CONTRACTOR'S ACKNOWLEDGMENT OF HOUSING AUTHORITY'S COMMITMENT TO THE SAFELY SURRENDERED BABY LAW

The Contractor acknowledges that the Housing Authority places a high priority on the implementation of the Safely Surrendered Baby Law. The Contractor understands that it is the Housing Authority's policy to encourage all Housing Authority Contractors to voluntarily post the Housing Authority's "Safely Surrendered Baby Law" poster in a prominent position at the Contractor's place of business. The Contractor will also encourage its Subcontractors, if any, to post this poster in a prominent position in the Subcontractor's place of business. The Department of Children and Family Services of the County of Los Angeles will supply the Contractor with the poster to be used.

44. CONTRACTOR'S CHARITABLE CONTRIBUTIONS COMPLIANCE

The Supervision of Trustees and Fundraisers for Charitable Purposes Act regulates entities receiving or raising charitable contributions. The "Nonprofit Integrity Act of 2004" (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. By requiring Contractors to complete the Charitable Contributions Certification as included in *Attachment C – Required Contract Forms*, the Housing Authority seeks to ensure that all Housing Authority contractors that receive or raise charitable contributions comply with California law in order to protect the Housing Authority and its taxpayers. A Contractor that receives or raises charitable contributions without complying with its obligations under California law commits a material breach subjecting it to either contract termination or debarment proceedings, or both.

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45. ENTIRE CONTRACT

This Contract with Attachments A through D constitutes the entire understanding and Contract of the parties. This Contract includes the following attachments:

- A. Statement of Work
A-1 Site Locations
- B. Fee Schedule
- C. Required Contract Forms
- D. Required Contract Notices

SIGNATURES

IN WITNESS WHEREOF, the Housing Authority and the Contractor, through their duly authorized officers, have executed this Contract as of the date first above written.

HOUSING AUTHORITY OF THE
COUNTY OF LOS ANGELES

By: _____
William K. Huang
Executive Director

WEST BEACH SYSTEMS



Per D. Easmer
President

CA State License No. C-10 - 778737

APPROVED AS TO FORM:
Raymond G. Fortner, Jr.

APPROVED AS TO PROGRAM
HOUSING MANAGEMENT DIVISION

By: Behrez Jashakm
Deputy

By: _____
Maria Badrakhan
Director

ATTACHMENT A STATEMENT OF WORK

1.0 SCOPE OF WORK

GENERAL BACKGROUND

- 1.1 The Housing Authority of the County of Los Angeles (Housing Authority) is the County's affordable housing and community development agency. The Housing Authority provides affordable housing opportunities through the federally funded Conventional Public Housing Program, Multifamily Housing Program, and other federal and state housing programs. The Housing Management Division, which is responsible for administering these various housing programs, has installed CCTV systems at the following nine (9) public housing sites throughout the County: The Contractor is required to assume service for an additional six (6) locations at the time the original two-year warranties expire.
- 1.2 The Housing Authority at its sole discretion may add/delete services as needed. The Statement of Work provides the specifications and requirements to provide the required services as described below:

2.0 GENERAL REQUIREMENTS

- 2.1 Contractor shall maintain his or the Company's California Contractor's C-10 Electrical License in good standing throughout the term of the Contract.
- 2.2 Contractor shall furnish all labor, material and equipment for the performance of said work and the manner of performing the work shall comply in all particulars with the Scope of Work.
- 2.3 The Contractor must provide daily (Monday through Friday), using the Contractor's DSL monitoring system, remotely monitor all cameras and Digital Video Recorders (DVR), listed on Attachment 1, to ensure all equipment is operational at the eight housing sites, listed on Attachment 2.
- 2.4 The Contractor must then e-mail the monitoring results to the Housing Authority by 10:00 A.M. Monday through Friday.
- 2.5 Contractor must respond within 24 hours (Monday-Friday) or within 48 hours (Saturday and Sunday) to the problem site if the monitoring identifies equipment that is not operational. Housing Authority staff may also notify the Contractor of malfunctioning equipment.
- 2.6 Contractor must pre-schedule any site visits with Housing Authority staff.
- 2.7 Service Technicians and Installers: Technicians and Installers must be trained and certified staff, directly employed and supervised by the Contractor. Technicians must be qualified to clean and adjust all equipment for proper and safe operating conditions. Installers must be qualified to properly install and adjust all equipment according to the local Codes. All health and safety regulations including those of OSHA, the State, the City, the County and the Housing Authority shall be adhered to.

- 2.8 Contractor shall provide ordinary maintenance and/or repair of the equipment due to normal wear and tear, and assume the cost of parts and labor.
- 2.8.1 Contractor shall provide every two months ordinary maintenance and repair services consisting of but not limited to:
- Ensure that all cameras, camera housings, conduit and wiring are in safe and operating condition;
 - To clean camera lenses to ensure maximum viewing capacity; and
 - To inspect equipment for damage due to normal wear and tear or acts of vandalism.
- 2.9 If installation of new equipment is required based on maintenance site visits, if the repair cost exceeds the cost of replacement, the Contractor must receive prior written approval for replacement cost of equipment that is equivalent to the original equipment. Unless an emergent situation exists, installations will be at straight time, no overtime labor cost shall be approved.
- 2.10 All regular maintenance work shall be performed during regular business hours of 8:00 A.M. to 5:00 P.M. Monday through Friday. Contractor may be required to work pre-approved overtime for work which is considered emergency extraordinary repairs.
- 2.11 The Contractor shall not be responsible for the labor and materials to perform repairs or replacements, when the need for such work arises out of extraordinary incidents such as vandalism acts of God, third party negligence or special requests for repairs.
- 2.12 When repair or replacement become necessary due to extraordinary incidents such as described above the Contractor shall submit a written estimate of the cost for equipment and performing such work to the Manager of the Crime and Safety Unit or whoever has the responsibility for the work. The Contractors estimate should only reflect the fair market value for maintenance and/or repair services, including parts and labor. The Manager of the Crime and Safety Unit may upon review of such estimate authorize the Contractor to perform said work. If such estimate is not approved, the Housing Authority reserves the right to otherwise perform or contract the work.
- 2.13 The Contractor may be request to provide additional new equipment at various housing site locations. Contractor shall submit a written estimate of the cost for equipment and performing such work to the Manager of the Crime and Safety Unit or whoever has the responsibility for the work. The Contractors estimate should only reflect the fair market value for installation services, including parts and labor as required by the reference prevailing wage determinations. The Manager of the Crime and Safety Unit may upon review of such estimate authorize the Contractor to perform said work. If such estimate is not approved, the Housing Authority reserves the right to otherwise perform or contract the work.
- 2.14 Contractor shall provide a 90 day warranty for all equipment purchased and installed and a one year labor guarantee.

**APPENDIX A-1
INITIAL NINE (9)
CCTV SITE MONITORING LOCATIONS**

Carmelitos Housing Development
1000 Via Wanda
Long Beach, CA 90805

***Harbor Hills Housing Development
Gym and Community Center**
26607 W. Western Avenue
Lomita, CA 90717

Nueva Maravilla Rosas Senior Development
4848 Colonia de las Rosas
Los Angeles, CA 90022

Orchard Arms
23410 Wiley Canyon Road
Valencia, CA 91355

Palm Avenue Apartments
959 N. Palm Avenue
West Hollywood, CA 90069

Westknoll Apartments
838 N. Westknoll Drive
West Hollywood, CA 90069

South Bay Gardens
230 E. 130th Street
Los Angeles, CA 90061

107th Street Apartments
1320 West 7th Street
Los Angeles, CA 90044

Sundance Vista
10850 S. Laurel Avenue
Whittier, CA 90605

* To be included with Harbor Hills parking lots during year 2

**APPENDIX A-2
ADDITIONAL WARRANTEED EQUIPMENT
CCTV SITE MONITORING LOCATIONS**

	Date Warrantee Expires and Contract Picks-up Service
Harbor Hills Parking Lots 26607 W. Western Avenue Lomita, CA 90717	January 31, 2009
Marina Manor 3401-3405 via Dolce Marina Del Rey, CA 90292	January 31, 2009
Herbert Apartments 133 Herbert Avenue Los Angeles, CA 90063	January 31, 2009
Lancaster Homes 711-737 West Jackman Street Lancaster, CA 93534	January 31, 2009
Woodcrest Apartments 1239-1245 West 109 th Street Los Angeles, CA 90044	January 31, 2009
Santa Monica RHCP 1450 14 th Street Santa Monica, CA 90404	January 31, 2009

ATTACHMENT B

FEE SCHEDULE

FEE SCHEDULE

Fee Schedule for Monitoring and Maintenance Services for CCTV Surveillance Systems

Monthly Monitoring Cost: **\$3,170.00** initial per month
(Original Nine Site Locations)

Additional 6 Sites (as of February 1, 2009) **\$2,470.00** per month

*Monthly Monitoring Cost All Sites **\$5,640.00** per month

*Includes bimonthly site visits to clean and adjust equipment.

The following cost shall be used for work not associated with the above monthly cost
(includes prevailing wage labor rates).

C-7 Electrician **\$ 70.00** per hour

C-10 Electrician **\$ 95.00** per hour

Technician's Hourly Rate: **\$ 70.00** per hour

Installer's Hourly Rate: **\$70.00** per hour

**FEE SCHEDULE
MONTHLY BREAKDOWN BY HOUSING DEVELOPMENT**

<u>Housing Development</u>	<u>Monthly Cost</u>
Carmelitos Housing Development (Including Senior Housing Site) 1000 Via Wanda Long Beach, CA 90805	\$450.00
Harbor Hills Housing Development (Original Installation) 26607 W. Western Avenue Lomita, CA 90717	\$640.00
Nueva Maravilla Rosas Senior Development 4848 Colonia de las Rosas Los Angeles, CA 90022	\$285.00
Nueva Maravilla Colonias 4848 Colonia de las Rosas Los Angeles, CA 90022	\$185.00
Orchard Arms 23410 Wiley Canyon Road Valencia, CA 91355	\$185.00
Palm Avenue Apartments 959 N. Palm Avenue West Hollywood, CA 90069	\$285.00
Westknoll Apartments 838 N. Westknoll Drive West Hollywood, CA 90069	\$285.00
South Bay Gardens 230 E. 130 th Street Los Angeles, CA 90061	\$285.00
107th Street Apartments 1320 West 7 th Street Los Angeles, CA 90044	\$285.00
Sundance Vista 10850 S. Laurel Avenue Whittier, CA 90605	\$285.00

Harbor Hills Phases 1 & 2 Motor Court Lots 700 & 300 Parking Lots 100, 200, 400, 500 & 600 26607 W. Western Avenue Lomita, CA 90717	\$745.00
Marina Manor 3401-3405 via Dolce Marina Del Rey, CA 90292	\$377.00
Herbert Apartments 133 Herbert Avenue Los Angeles, CA 90063	\$340.00
Lancaster Homes 711-737 West Jackman Street Lancaster, CA 93534	\$419.00
Woodcrest Apartments (109th Street) 1239-1245 West 109 th Street Los Angeles, CA 90044	\$304.00
Santa Monica 14th Street 1450 14 th Street Santa Monica, CA 90404	\$285.00

ATTACHMENT C

**REQUIRED CONTRACT
FORMS**

(Insert all applicable required forms)

ATTACHMENT D

REQUIRED CONTRACT
NOTICES

BACKGROUND AND RESOURCES: CALIFORNIA CHARITIES REGULATION

There is a keen public interest in preventing misuse of charitable contributions. California's "Supervision of Trustees and Fundraisers for Charitable Purposes Act" regulates those raising and receiving charitable contributions. The "Nonprofit Integrity Act of 2004" (SB 1262, Chapter 919) tightened Charitable Purposes Act requirements for charitable organization administration and fundraising.

The Charitable Purposes Act rules cover California public benefit corporations, unincorporated associations, and trustee entities. They may include similar foreign corporations doing business or holding property in California. Generally, an organization is subject to the registration and reporting requirements of the Charitable Purposes Act if it is a California nonprofit public benefit corporation or is tax exempt under Internal Revenue Code § 501(c)(3), and not exempt from reporting under Government Code § 12583. Most educational institutions, hospitals, cemeteries, and religious organizations are exempt from Supervision of Trustees Act requirements.

Key new Charitable Purposes Act requirements affect executive compensation, fundraising practices and documentation. Charities with over \$2 million of revenues (excluding grants and service-contract funds a governmental entity requires to be accounted for) have new audit requirements. Charities required to have audits must also establish an audit committee whose members have no material financial interest in any entity doing business with the charity.

Organizations or persons that receive or raise charitable contributions are likely to be subject to the Charitable Purposes Act. A bidder/proposer on Commission/Housing Authority and/or Housing Authority contracts must determine if it is subject to the Charitable Purposes Act and certify either that:

- It is not presently subject to the Act, but will comply if later activities make it subject, or,
- If subject, it is currently in compliance.

RESOURCES

The following resource references are offered to assist bidders/proposers who engage in charitable contributions activities, however, each bidder/proposer is responsible to research and determine its own legal obligations and properly complete the Charitable Contributions Certification form.

In California, supervision of charities is the responsibility of the Attorney General, whose website, <http://caag.state.ca.us/>, contains much information helpful to regulated charitable organizations.

1. LAWS AFFECTING NONPROFITS

The "Supervision of Trustees and Fundraisers for Charitable Purposes Act" is found at California Government Code §§ 12580 through 12599.7. Implementing regulations are found at Title 11, California Code of Regulations, §§ 300 through 312. In California, charitable solicitations ("advertising") are governed by Business & Professions Code §§ 17510 through 17510.95. Regulation of nonprofit corporations is found at Title 11, California Code of Regulations, §§ 999.1 through 999.5. (Amended regulations are pending.) Links to all of these rules are at: <http://caag.state.ca.us/charities/statutes.htm>.

2. SUPPORT FOR NONPROFIT ORGANIZATIONS

Several organizations offer both complimentary and fee-based assistance to nonprofits, including in Los Angeles, the *Center for Nonprofit Management*, 606 S. Olive St #2450, Los Angeles, CA 90014 (213) 623-7080 <http://www.cnmsocal.org/>, and statewide, the *California Association of Nonprofits*, <http://www.canonprofits.org/>. Both organizations' websites offer information about how to establish and manage a charitable organization.

The above information, including the organizations listed, is for informational purposes only. Nothing contained in this sub-section shall be construed as an endorsement by the Commission/Housing Authority of such organizations.